

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: June 2, 2011

Closing Date: June 13, 2011

**Administrative Specialist II (Pay Grade 8)
Criminal Division, Felony Trial, County Unit
New Castle County**

Job Responsibilities and Duties: This Administrative Specialist provides secretarial support to Deputy Attorneys General in the Criminal Division, Felony Trial, County Unit, in New Castle County. The incumbent sets up files, runs criminal record checks, types information/indictments, requests reports, answers discovery and manages busy calendars. The incumbent types briefs, prepares pleadings and correspondence. Incumbent coordinates scheduling, files documents and manages a heavy telephone volume within the Unit. The incumbent must be prepared to multi-task; working for several Deputy Attorneys General at any given time and handling extra duties as assigned by the Deputy Attorneys General. The incumbent will also be in the rotation schedule that provides telephone coverage for the 7th floor Receptionist.

Minimum Qualifications: Must be detail-oriented, well-organized and proficient in Microsoft Word office suite and DELJIS. Must have the ability to interact professionally with members of the public, including victims and witnesses. Must maintain a productive working relationship with Court staff. Must possess excellent spelling, grammar and proofreading skills. Must be able to answer heavy telephone volume and take accurate messages. This position is part of a rotation schedule for the Criminal Division Receptionist telephones.

If you are interested in being considered for this Administrative Specialist II position, please submit your resume and State Application to Human Resources, Delaware Department of Justice, 820 N. French St., 6th Floor, Wilmington, DE 19801 or fax to 302-577-5866.